

U.S. Embassy, Amman

*Jordanian Student Intern Program*

# Vacancy Announcement

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**ANNOUNCEMENT NUMBER: JSIP2013-11**

**OPEN TO:** 3<sup>rd</sup> and 4<sup>th</sup> year students enrolled at accredited Jordanian universities

**POSITION:** Student Volunteer – U.S. Agency for International Development, Basic Education and Youth Office

**OPENING DATE:** February 3, 2013

**CLOSING DATE:** February 28, 2013

**INTERNSHIP DURATION:** During university summer break for approximately 8-12 weeks.

**SALARY:** None – volunteer work

The U.S. Embassy in Amman is seeking a university student for a summer intern position with the U.S. Agency for International Development, Basic Education and Youth Office.

**INTERNSHIP OFFICE:** U.S. Agency for International Development (USAID), Basic Education and Youth Office

**INTERNSHIP DESCRIPTION:**

The candidate will work during his/her assignment at the Basic Education and Youth Office under direct supervision of the senior office project management specialist- Engineer.

The candidate will have the opportunity to learn about:

- Project design and construction management
- Design concepts and design development
- Bidding documents and procedures
- Construction supervision
- Project cost management/ cost control
- USAID funded projects in Jordan

The candidate will be expected to implement certain tasks during his/her assignment related to the topics above, in particular:

- Under the supervision of USAID Engineer, review of the engineering documents and provide specific input as directed by USAID Engineer.
- Draft various technical documents including letters, reports, updates, brochures and emails.

- Help in developing and updating databases related to the Education engineering projects.
- Accompany USAID engineer to selected meetings and field visits, record notes, minutes of meetings and observations.

**BASIC QUALIFICATIONS REQUIRED:**

1. Be a full-time student at an accredited Jordanian university;
2. Be at least 18 years old;
3. Have already completed two years of university;
4. Be a 3<sup>rd</sup>-year or 4<sup>th</sup>-year student with a bona fide intention of continuing to pursue a course of study or training immediately following the internship;
5. Have university's permission;
6. Be in good academic standing; and
7. Level 4 English TOEIC. English proficiency will be tested.

**SPECIFIC QUALIFICATIONS REQUIRED:**

1. Enrolled in Civil or Architectural Engineering course of study.

**NOTE: All candidates must address each selection criterion detailed above with specific and comprehensive information supporting each item. Supporting documentation must be included in the application for eligibility purposes.**

**TO APPLY:**

Interested students for this position should submit the following or the application will not be considered:

1. *Application for Employment* (Form DS-174).
2. Letter of Recommendation from a professor.
3. Letter of Permission from university.
4. Copy of Jordanian Passport or copy of Residency Card if non-Jordanian.
5. Certificate from Jordanian Intelligence Department which states "To be trained at the American Embassy."
6. Any other documentation (e.g., transcripts, high school diploma, etc.) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

Human Resources Office, U.S. Embassy, Amman, Jordan

Applications can be submitted electronically through [AmmanInternship@state.gov](mailto:AmmanInternship@state.gov).

**CLOSING DATE FOR THIS POSITION: February 28, 2013**

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The U.S. Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.